



City of Alamo Heights  
**Planning and Zoning Commission**  
**Project Review Application**  
COMMUNITY DEVELOPMENT SERVICES DEPT  
6116 Broadway, Alamo Heights, Texas 78209  
v: (210) 826-0516 f: (210) 832-2299

Case#: \_\_\_\_\_  
Meeting date: \_\_\_\_\_

Case#: \_\_\_\_\_  
Meeting date: \_\_\_\_\_

Date submitted: \_\_\_\_\_ Permit No.: \_\_\_\_\_

Project Review Requested: ☐ Plat/Re-plat ☐ Zoning Change ☐ Specific Use Permit (SUP)

Address for project review: \_\_\_\_\_ Zoning: \_\_\_\_\_

Legal description: NCB \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

Current Land Use (check one): Single Family Residence and/or Duplex \_\_\_\_\_ Multi-Family and/or Commercial \_\_\_\_\_

Property owner's name (print): \_\_\_\_\_

Property owner's address (if different): \_\_\_\_\_

Property owner's phone#: \_\_\_\_\_ Email address: \_\_\_\_\_

(if different than owner)

Applicant's name (print): \_\_\_\_\_

Applicant's address (if different): \_\_\_\_\_ Zip Code: \_\_\_\_\_

Applicant's phone#: \_\_\_\_\_ Email address: \_\_\_\_\_

**Owner/Applicant is requesting permission to:** (Clearly describe the request for project review.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

I, \_\_\_\_\_, certify that all plan documents listed within the attached checklist have been submitted as required. I further understand that the meeting date cannot be confirmed and no case will be scheduled for a meeting until all required documents have been received, a full plan review of the submitted packets has been completed, and plans have been found in compliance with all applicable ordinances. APPROVAL BY ANY BOARD OR COMMISSION DOES NOT TAKE THE PLACE OF A PERMIT. PERMITS MUST BE OBTAINED FROM THE COMMUNITY DEVELOPMENT SERVICES DEPARTMENT LOCATED AT CITY HALL, 6116 BROADWAY.

Signature of Property Owner (required): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant (required): \_\_\_\_\_ Date: \_\_\_\_\_

City of Alamo Heights  
Community Development Services Department  
Letter of Authorization

Date: \_\_\_\_\_

Applicant/Applicant Representative(s) understands the following:

1. If the Board/Commission fails to approve any portion of a request and recommends that changes be made in the plans and specifications, within five (5) days the applicant shall notify the Community Development Services Department as to whether the applicant will address the recommended changes, and will present revisions to the Commission or whether the applicant will withdraw the request.
2. Within ten (10) days from receipt of the Board/Commission's recommendation, the City Manager or designee shall notify the applicant as to whether his request has been continued, approved, conditionally approved or denied.
3. If the applicant does not concur with a Board/Commission's recommendation, appeal to the City Council must be made within thirty (30) days after receipt of the board's recommendation.

**\*\*\*PLEASE BE ADVISED THAT THE COMMISSION HAS A POLICY OF ONLY HEARING A CASE WHEN THE OWNER OR THE OWNER'S REPRESENTATIVE IS PRESENT TO PRESENT THE CASE.\*\*\***

I hereby authorize \_\_\_\_\_ of \_\_\_\_\_  
(name) (company (if applicable))

at \_\_\_\_\_ to represent me in matters pertaining to this case.  
(address)

Property owner's name (print): \_\_\_\_\_

Property owner's address: \_\_\_\_\_ City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

Property owner's phone#: \_\_\_\_\_ Email address: \_\_\_\_\_

Property owner's signature (Required): \_\_\_\_\_

**PLANNING AND ZONING COMMISSION PROJECT REVIEW REQUIRED PACKET CHECKLIST**

**The application, including fee, and required documentation needed to support the applicant's request must be submitted to the Community Development Services Department PRIOR to scheduling the case before the Commission. NO CASE will be placed on the agenda if ALL required materials are not on file by the deadline date.** Last minute changes are to be submitted and placed in the project file prior to meeting.

All **application packets with documents** for the Planning & Zoning Commission project review must be submitted online via the MyGovernmentOnline website ([www.mygovernmentonline.org](http://www.mygovernmentonline.org)) as follows unless specifically written. To submit an application in person, an appointment is required.

☐ **One (1)** paper copy of this **Planning and Zoning Commission Project Review Application**

☐ **One (1)** scaled ½ sized paper set of the plan packet (maximum 11x17).

☐ **One (1) electronic copy** of the application documents (pdf-formatted files on a **USB**) – if applicable, see "Submittal Items"

☐ Project Review **fee** payment (can be found in "Schedule of Development Fees" on the City's website or contact staff to confirm)

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## **SUBMITTAL ITEMS**

The following section describes required documents for each project type. All plan documents required for project review must be architectural type plans, which are drawn/printed to a written scale, not graphic, and fully dimensioned.

### **I. Planning and Zoning Commission**

#### **A. Plat/Re-plat (Application will be denied if incomplete)**

- ☐ **Electronic** (pdf) **copy** of the application/packet documents (on a USB if submitting in person)
- ☐ **Paper plan packet** (see above for quantity) of the following:
  - ☐ Detailed, written description (i.e., cover letter) of the proposed project review:
    - Existing property conditions related to proposed plat/re-plat changes
  - ☐ Paper copy of the existing site conditions/existing site plan
  - ☐ Paper copy of the proposed plat/re-plat document(s)\*\*\*
- ☐ The following documents are **preferred** with the initial submittal but not required. They will be **required** prior to approval and/or release for recordation.
  - ☐ Purveyor letter from the City of Alamo Heights, Public Works Department
  - ☐ Written confirmation from CPS regarding any easement agreement(s)
  - ☐ Written confirmation from SAWS regarding any easement agreement(s)
- ☐ Minimum of **One (1) Mylar** copy of the proposed plat/re-plat document required upon Council approval for City retention. You may provide two (2) Mylar copies to keep an original signed copy for your records.
  - ☐ Once the Mylar is recorded, return the stamped, recorded Mylar (**with original signatures/notary stamps**) to the City of Alamo Heights, Community Development Services office.

#### **B. Zoning Change**

- ☐ **Electronic** (pdf) **copy** of the application/packet documents (on a USB if submitting in person)
- ☐ **Paper plan packet** (see above for quantity) of the following:
  - ☐ Detailed, written description (i.e., cover letter) of the proposed project review:
    - Existing and proposed zoning regulations
    - Conditions related to existing zoning regulations and justification of hardship(s) for revisions to existing standards
  - ☐ Plan document(s) showing examples of existing standards vs. proposed standards

#### **C. Specific Use Permit (SUP)**

- ☐ **Electronic** (pdf) **copy** of the application/packet documents (on a USB if submitting in person)
- ☐ **Paper plan packet** (see above for quantity) of the following:
  - ☐ Detailed, written description (i.e., cover letter) of the proposed project review
  - ☐ Documents-required checklist, completed and signed by the applicant
  - ☐ Technical required checklist, completed and signed by the applicant
  - ☐ Plan documents shall be scaled (to fit on 11x17" sheets) and shall include:
    - Current survey
    - Proposed site layout to include:
      - Location map, north arrow, scale
      - Building orientation and access points
      - Parking dimensioned
      - Square footage of all buildings by unit
      - Preliminary signage
      - Trash collection method and location
    - Elevations for each side of the existing/proposed structure
    - Landscape plan (applies to multi-family and commercial zoned properties)

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\*\*\*Refer to specific plat requirements at <https://ecode360.com/AL6722>, City of Alamo Heights Code of Ordinances, Chapter 17 "Subdivisions."

\*\*\*\*Refer to specific requirements at <https://ecode360.com/AL6722>, City of Alamo Heights Code of Ordinances, Chapter 5, Article X "Tree Preservation."

**NOTE: PLEASE BE ADVISED THAT A STAFF MEMBER FROM THE COMMUNITY DEVELOPMENT SERVICES DEPARTMENT MAY VIDEO TAPE OR PHOTOGRAPH YOUR PROPERTY FOR THE SCHEDULED BOARD OR COMMISSION MEETING.**

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Property Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_